

RECREATION PROGRAMMER I (724-16)

SALARY: \$27,996.80 - \$37,668.80 annually, plus liberal fringe benefits

THE POSITION

This is intermediate level recreation work of average difficulty in organizing and conducting a varied activity program at an indoor or outdoor recreation center or facility.

An employee in this class is responsible under general supervision for the organization and personal leadership of a variety of recreation activities in one or more recreation facilities. Work is reviewed through observation of results achieved, reports, conferences, performance evaluations, and counseling sessions.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have completed two (2) years of college course work. A Bachelor's degree in recreation administration or related field may be substituted for the one (1) year of required experience.
2. Possess one (1) year of experience in planning, promoting, organizing and conducting recreation activities. Additional qualifying work experience may be substituted for a one-for-one basis for the two (2) years of the required college.
3. Possess or be able to obtain a valid State of Florida driver's license.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3rd Floor, Fort Lauderdale, Florida, open continuously until a sufficient number of applications have been received.

LS:02/08/2006:Ann#91-724-16
SYS:04/09/06:SalChg
Medical Group III

RECREATION PROGRAMMER I

Name: _____

SSN: _____

City of Fort Lauderdale
Recreation Programmer I (724-16)
Supplemental Application

This supplemental application must be submitted with the official City of Fort Lauderdale employment application. Resumes are welcomed as additional information, but are not considered an official application and may not be substituted for this supplemental application

This application supplement is an integral part of the application process. Information contained on this supplemental will be used to assist us in determining the most qualified applicants for this position. Answer each question thoroughly, making sure to type or print legibly.

1. Do you possess a Volunteer Coach Training Certification? Yes_____ No_____
If yes, please attach to your application.
2. Describe your experience with volunteer coaches. Include how you recruited, what training you provided, and how many you worked with for that particular program.
3. List all in-service trainings you have received in the last two years. Include course titles, dates and locations.
4. Describe any special non-athletic skills you can teach.

5. In certain circumstances you may need to coach and/or instruct a youth athletic activity.
What sports or athletic activities are you able to teach? At what level can you teach?

6. Describe in detail your previous recreation experience (volunteer or paid work experience) in summer camps, after school programs, swimming pool programs and adult programs. Be specific: include ages, number of registrants, length of time working in the program and your direct responsibilities.

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature _____ Date_____

(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY TO THE CITY'S ON-LINE APPLICATION WEB SITE.)